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**SECRET**

29 OCT 1984

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

DDA Weekly Report

 FROM: Harry E. Fitzwater  
 Deputy Director for  
 Administration

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing  
2D0105 Hqs3. D/Finance  
616 Key4. D/Information Services  
1206 Ames

5. D/Logistics

6. D/Medical Services  
1D4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training & Education  
936 CoC10. OLL  
7B24 Hqs

11. C/Safety Staff

12.  
SSA/DDA13.  
CMS/DDA14.  
EEO/DDA  
626 CoC15.  
MS/DDAAEO WR  
EO

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S E C R E T



DDA 84-0046/42  
26 October 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 26 October 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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b. On 23 and 24 October, OP conducted an Open House/Seminar for all Agency employees in the Headquarters auditorium. After an update of personnel activities by several senior OP officers, a question and answer session was held. Attendance and interest was good.

c. A video presentation on retirement benefits and entitlements has been developed by Retirement Division/OP and is currently being reproduced for distribution to Headquarters and field elements. It covers a wide variety of informational topics including annuity estimates and receipt of annuities, insurance benefits, taxes, creditable service, former spouse entitlements, and other important issues of interest to prospective retirees. The video also provides employees with advance information on procedures and administrative requirements which will assist them in their actual retirement processing.

d. Information Division/OP prepared a report that showed that on 30 September, there were 17 personnel on Agency rolls who were serving with the Agency at its founding on 18 September 1947. Their grades range from GS-08 to SIS-05. Ten are in the GS-14 and above level. Their occupational specialties are representative of the Agency as a whole in terms of operations, intelligence, high tech, administrative services, and senior management.

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S E C R E T

## S E C R E T

e. OP was able to assist an applicant who had inadvertently left his return airline ticket in the Headquarters reception area following his interviews. Attempts to locate him were unsuccessful. The applicant subsequently called OP an hour before departure of his flight from National Airport and asked for help. An OP courier navigated rush hour traffic, completed the hand-off of the ticket at curbside, and the applicant made his flight.

f. On 22 November, Chief, Psychiatric Operations Division, Office of Medical Services, addressed members of the Department of State's FSI Mid-Career Course on the "Psychology of Terrorism."

h. The Office of Security, in conjunction with the Office of Medical Services, began a program to provide certified training in cardiopulmonary resuscitation skills to the new Security Protective Officers. The goal of this program is to eventually ensure full first aid emergency response training to the entire Security Protective Officer force.

i. The final termination agreement with Computer Sciences Corporation (CSC) for the original MERCURY development contract was signed on 19 October. This action concludes the protracted settlement negotiations with CSC for all work performed as prime contractor on the MERCURY Project during the period August 1981 through January 1984. The agreed upon final cost for this entire period was [redacted] less than CSC had originally requested. New contracts with all MERCURY contractors, to include CSC, have been signed and development activities continue with the Office of Communications serving in the "prime" role formerly performed by CSC.

k. On 23 October, several C&P telephone conduits were damaged by a subcontractor for the George Hyman Company who was drilling test holes to determine the extent of underground rock in the area of excavation for new utility lines. However, the damage was undetected until late that evening. Repair crews from the C&P Telephone Company completed temporary repairs on 25 October. Damage appears to have affected only black-line service between Headquarters [redacted]

S E C R E T

1. The third increment of permanent OSS records, consisting of 255 cubic feet, is ready for transfer to the National Archives Records Service (NARS). Some of these records include: material from the Washington



n. Mr. M. B. Oglesby, Deputy Assistant to the President for Legislative Affairs (House), and Ms. Lyn Withey, Special Assistant to the President for Legislative Affairs (House), visited [redacted] on 16 October. During their visit, they were given an overview briefing of [redacted]



o. [redacted] who lives on the 22 acres adjacent to the Agency property, has been quite concerned about the possibility of CIA building a road across her property. Through an intermediary, I tried to assure her that this is not intended, and offered to visit her and explain our plans for Route 123. She replied that, "she wanted nothing to do with CIA." Thus, it was rather surprising when she later invited me to tea at 1500 on 25 October. The New Building Project Officer and I accepted the invitation; our meeting was very cordial and I have invited her to lunch on Monday, 29 October which she eagerly accepted. [redacted] is 90 years old.

3. Significant activities anticipated during the coming week:

On Thursday, 1 November, the DDA will host a luncheon for [redacted] the Fairbank Highway Research Station. Representatives of the Office of Logistics will also attend this luncheon.

[redacted]  
Harry E. Fitzwater

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ORIG:EO/DDA [ ] (26 Oct 84) [ ]

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